

STATE OF CALIFORNIA

KATHLEEN CONNELL,  
CONTROLLER OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
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P.O. Box 942850  
Sacramento, CA 94250-5878

Date: September 20, 2002

LEAVE ACCOUNTING LETTER # 02-020  
(Civil Service Only)

To: All Agencies in the California Leave Accounting System (CLAS)

From: RON HUTCHESON, Manager  
Customer Support Section

Re: ROLL CODE 4 EMPLOYEES' STATE SERVICE PROCEDURES

This letter is to clarify procedures for roll code 4 (hourly, paid semi-monthly) employees who are new or returning to the CLAS.

If the employee works in the first half of the appointment leave period and the payroll issues in the month of the appointment, the Hours Worked 1st Half (H1) transaction must be posted manually by the agency using the S50-State Service Transaction Entry screen. Hours worked for the 2nd Half of the appointment leave period will automatically post a Hours Worked 2nd Half (H2) transaction or generate a message on the Leave Message System.

The chart below identifies which payments qualify as "Hours Worked" towards State Service. Please verify that the payments issued for the first half meet this criterion prior to posting the H1 transaction.

PAYMENT TYPE	PAYMENT SUFFIX	ADJUSTMENT CODES
0 (Regular Pay)	blank	0, 1, 3
1 (Overtime)	blank or F	0, 1, 3
S (Holiday Pay)	G or H	0, 1, 3
6 (IDL - Full)	blank	0, 1, 3
N (IDL - 2/3)	blank	0, 1, 3
U (Disability Supplementation)	T, C, or N	0, 1, 3

Reminder: Whenever State Service transactions are posted via the S50 screen for an intermittent employee, the Vacation, Sick Leave or Annual Leave records must be verified to ensure that accruals are posted for qualifying leave periods. (Refer to the CLAS Workbook, Positive Paid Employees, "Posting Retroactive Hours Worked Transactions" for specific instructions.)

We are currently performing an audit on roll code 4 employees who were on the CLAS as of August 25, 2002. We will update the State Service and Leave Benefit records for these employees based on the hours paid for the first half of the appointment month by October 31, 2002. Agencies must update the records for all roll code 4 employees who are new or returning to the CLAS and the appointing Personnel Action Request is keyed after August 25, 2002.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

RH:dm